

JOB OPPORTUNITY
Nevada State Contractors Board
Document Imaging Clerk in Reno, Nevada

Document Imaging Clerk Position

The Nevada State Contractors Board is seeking a temporary part-time document imaging clerk and requests all interested and qualified person to apply. The position reports to the Licensing Supervisor in Reno, Nevada.

The successful candidate will possess data entry, record keeping, processing and communication skills, have experience working in an office environment and have the ability to meet expectations in a positive and professional manner.

Duties and Responsibilities

- Prepare documents to be scanned into document imaging system.
- Scan documents into document imaging system, including validation of information.
- Verification of scanned documents to ensure accuracy and correctness of information.

Education and Experience

- Graduation from high school or equivalent education.

Skills and Abilities

- Attention to accuracy and detail-oriented.
- Clearly communicate, both orally and in writing.
- Process and organize documents.
- Well-organized and attentive to detail.
- Ability to work independently and in a team setting to accomplish goal.
- Demonstrate proficiency using a desktop computer, scanner and Outlook.

Interested persons may submit their resume to recruit3@nscb.state.nv.us